

Special Event Application Form

California State Parks - Gold Fields District

Ver. 2/10/11



To apply for a special event permit you must complete this application fully and also certify that you have read and will comply with the attached Special Events "Terms and Conditions". This application, including the signed *Terms and Conditions* and all other required materials must be returned with a non-refundable \$50 filing fee. Applications must be submitted no less than 45 days in advance of any proposed special event.

Location of event: ☐ Folsom SRA ☐ Auburn SRA ☐ Delta Sector ☐ Marshall Sector

Organization/Group: _____

Contact Person: _____

Phone: _____ email: _____

Name of the Event: _____

Date(s) of Event: _____

Description of the activity and specific locations requested (Please use attachments when necessary):

Hours of event: From _____ am/pm To _____ am/pm

Total hours requested: From _____ am/pm To _____ am/pm
(Include set up and clean up time)

Number of Participants: _____ Spectators: _____ Staff: _____

Event Information

1. Will the event require a park unit or area closure? Yes ____ No ____

2. Will the event require road closures? Yes ____ No ____

3. Will the event require trail use? Yes ____ No ____ Closures? Yes ____ No ____

4. Will the event require the use of designated campgrounds or non-designated camping during your event? Yes ____ No ____

Please provide details: on items 1-4: _____

5. Will you be using a public address system or any other type of amplified sound equipment? Yes ____ No ____

If yes, provide a detailed plan for all electronics including music, public address systems, and any other means to amplify sound.

6. Will there be any vendors or contractors operating a booth, shop, or mobile operation during the special event? Yes ____ No ____ See the *Terms and Conditions* for more details.

If yes, explain items/prices and number of vendors anticipated

7. Will alcoholic beverages be served or given away? Yes ____ No ____
See the *Terms and Conditions* for more details.

8. Will you be charging fees to participants? Yes ____ No ____ If yes, how much? _____

9. Will you be charging fees to spectators beyond the normal park day use fee? Yes ____ No ____ If yes, how much _____

10. Do you require overnight security of equipment and/or event structures? Yes ____ No ____
List of personnel providing overnight security and contact phone numbers.

11. Will you require locks to access areas normally closed to the public or for access to public areas after hours? Yes ____ No ____ Number of Locks Needed _____
Location of Locks (include the gate number if any): _____

12. Will there need to be on-site parking control? Yes____ No ____
If yes, explain who will perform traffic control duties: _____

13. What method of communicating with park staff will be used during the event?
Radios ____ Cell Phones ____

14. What method of garbage collection and disposal will you be using?

Dumpsters may be required when the projected special event attendance exceeds 100 persons or in areas with no trash cans. See the *Terms and Conditions* for more details.

15. Do you think you will need to provide additional portable toilets? Yes ____ No ____
Many events will need to provide additional portable toilets. The ratio of users per portable toilet is 75 to 1. See the *Terms and Conditions* for more details.

Special Event Requirements:

16. A certificate of insurance is required for all special events. See the *Terms and Conditions* for the insurance requirements. Insurance certificates must be submitted 30 days in advance of your special event.

17. An Emergency Medical Services Plan (EMSP) is required for all events. See the *Terms and Conditions* for more details. An EMSP must be attached to the application packet.

18. A layout map of your event is required to be submitted with this application. Please include the following locations on the map (as applicable):

- Special event course route.
- Parking locations.
- Camping areas requested.
- Emergency response routes.
- Food service.
- Concessions.
- Portable restroom locations.
- Dumpster locations.
- Any equipment or structures used during the event.
- First aid stations
- Highway & roadway crossings.
- Gates needing combination locks.

19. Many agencies require approval for events that impact their jurisdiction (i.e. CHP, CalTrans, cities and counties). If required, you must provide an approval letter from these agencies. See the *Terms and Conditions* for more details.

Gold Fields District Special Event Use Permits

Terms and Conditions

Ver. 2/10/11

Gold Fields District Office, 7755 Folsom-Auburn Road, Folsom CA, 95630

The Gold Fields District *Special Event Terms and Conditions* is provided to guide and assist special event organizers, activity managers, and large public assemblies who desire to use the park lands in a safe and conscientious manner. All special events must be suitable and appropriate for California State Parks and its departmental mission.

"The Mission of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, and protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation."

Any company, association, organization, or group of persons that wish to hold, conduct or participate in any celebration, service, picnic, exercise, or special event in any state park unit must obtain a Special Event Permit in accordance with State Park rules and regulations. (California Code of Regulations, Title 14, Section 4301j)

The approval for all special events is the responsibility of the Sector Superintendent. The Gold Fields District consists of four sectors:

- Folsom Lake State Recreation Area
- Auburn State Recreation Area
- Brannan Island State Recreation Area
- Marshall Gold Discovery State Historic Park.

Gold Fields District sectors may have some specific procedures & policies applicable only to that unit. Special events that take place in more than one sector will require approval of all affected Sector Superintendents. (Please see *Terms and Conditions Item 12* for procedures regarding events occurring in multiple sectors.)

Special Event or Special Use Permits Required:

- ✓ When there is a greater potential hazard or liability to the State than is incurred through typical park activities;
- ✓ When the activity or event causes the exclusive use of a unit or area within the park;
- ✓ When the activity or event interferes significantly with the public's use of a unit or area within the park;
- ✓ When staffing or staff time is required to have an event or activity occur in the park;
- ✓ When goods or services are sold or contracted;
- ✓ When alcohol is present at a planned event;
- ✓ When an activity or event impacts the park's natural or cultural resources;
- ✓ When the activity is significantly different from general park use;
- ✓ When an event or activity impacts local communities or public agencies.

A Special Event Permit or Special Use Permit is required when any of the above occurs wholly or partially within property owned, managed, or administered by the CA State Parks.

Please initial each of the following section indicating you have read and understood them. A signed copy of these *Terms and Conditions* must be attached to your special events application.

1. Special Event Filing & Permit Approval

Initial: _____

After receiving a preliminary special event application approval from the special event staff, the submission of an activity fee and deposit is required to reserve a future special event date and time.

- The submission of a filing fee should not be construed as a special event approval or a confirmation of a special event date.
- Event organizers should not assume special events are approved based on the previous year's event approval.
- All special event coordinators for new events and annual events are required to complete the entire special event process for each event date.

Special events will not be advertised to the public prior to the approval of the special event. Special events can be "tentatively" approved up to one year in advance to assist with event organizing and advertising. Premature advertising of a special event can be grounds for non-approval or cancellation.

2. Special Event Insurance – Requirements

Initial: _____

All special event applicants must obtain a Certificate of Insurance specifically naming the **State of California** as additionally insured. At Folsom and Auburn SRA's, the **U.S. Bureau of Reclamation** must also be included as additionally insured.

- All special event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.
- Any event that involves automobiles, motorcycle racing, downhill mountain bike events, rodeos, thrill shows, fireworks exhibitions, carnivals, and the use of aircraft or watercraft, is considered a hazardous activity and requires receipt of proper insurance certification 60 days in advance of the event date.
- Vendors at special events will have: Public Liability Insurance of \$300,000 each person, \$500,000 each occurrence and \$200,000 for both Property Damage Liability and Products Damage Liability or combined single limit insurance of \$500,000 or \$100,000.
- The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter.
- A sample insurance certificate form (DPR169a) is attached (Attachment A).

The following exact language must be included in the Certificate of Insurance:

At Folsom and Auburn Sectors:

"State of California and U.S. Bureau of Reclamation, their officers, employees, and servants, are included as additional insured but only insofar as operations under this contract or permit are concerned."

At Delta and Marshall Sectors:

"State of California, their officers, employees, and servants, are included as additional insured but only insofar as operations under this contract or permit are concerned."

3. Fees

Initial: _____

All special event fees must be paid in full prior to the special event approval. Incorrect estimations of event fees or costs to the park will be collected utilizing the event deposit. Incorrect estimations can occur when participant numbers are incorrect, facilities are used without permission, unscheduled maintenance or damage repair is required, or any other unforeseen costs deemed to be the responsibility or cause of the special event.

a. Filing & Processing Fees

- Filing Fee is \$50.00, non-refundable. A completed permit application is required to be submitted a minimum of 45 days in advance of the special event.
- Applications submitted less than 45 days in advance will be charged an additional \$75.00 late fee. Applications submitted within 30 days prior to a special event will not be reviewed or approved.
- Events involving the sale of alcohol or hazardous activities must be submitted 75 days in advance.
- Non-profit and for profit special events will require the same filing fees, activities fees and deposits.

b. Commercial events and events designed to generate revenue with a profit-making incentive.

- An additional 10-25% fee may be required for commercial and revenue events based on size of event, revenue generated by event, and event's impact to park operations, as determined by the Sector Superintendent.

c. Activity Fees

- Special event activity fees will be determined by the special event staff.
- All prior events sponsored by the event coordinator or organization will be used to assess costs for the current special event application.
- Event deposits can be modified or increased based on past special events.

a. Employee Cost

- All special events are required to be monitored. Minimum monitor time is 4hrs.
- Special event staff will determine staffing needs for the special events.
- All State Park employee time must be paid for in advance.
- Staff rates: Park Aid - \$15.00 per hour, Adm. Staff - \$35.00, Ranger - \$77.00.

b. Waiver of Fees

- Some fees may be waived for Department co-sponsored or state park cooperative/volunteer association sponsored events.
- Some fees may be waived for non-commercial events that contribute to the Department's community involvement goals.

4. Activity Fees

Initial: _____

Activity fees are based on the extent of the area used, the size and scope of the event, the impact on resources and facilities, consideration of prevailing fees for comparable facilities, the amount of permittee's equipment to be placed in the park, the number of permittee's employees and vehicles using the park unit, the worth of the park facilities to the permittee, the amount of profit the permittee expects to make at the event and the cost of services (personnel and otherwise) provided by the Department.

Event size is the total of participants, spectators, staff and volunteers. State parks event staff will normally use the previous year's event size to determine this year's fee.

Category I Events

Events that fall within this category include small events that are consistent with the Department's Mission and the park's recreation and resource values. These events do not collect any participant fees, do not conduct any sales, do not use commercial vendors and require only minimal state park staff time. Unless specified otherwise the fees are:

Filing Fee	Activity Fee	Deposit	Vendor Fee	Staffing Costs
\$50.00	To Be Determined	\$100.00	NA	\$60

Category II Events

Events that fall within this category include activities that charge additional fees or donations for participation, request use of alcohol within closed areas, have special gate access requests, request minor park closures or limited exclusive use, or request the services of outside commercial entities i.e., caterers. Category II is limited by event size. Unless specified otherwise the fees are:

Filing Fee	Minimum Activity Fee Other Activity Fees may apply	Deposit	Dumpsters & Restroom use Fee	Vendor Fee	Staffing Costs
\$50.00	1 - 50 persons \$100.00 51 - 100 persons \$200.00	\$250.00	To Be Determined	\$50.00 Per Vendor	To Be Determined

Category III Events

Events that fall within this category may include any of the above activities where numbers are over 100 persons and events involves sale of alcoholic beverages, major trail closure or exclusive use of a significant portion of a sub-unit or unit, and/or commercial events, Unless specified otherwise the fees are:

Filing Fee	Minimum Activity Fee Other Activity Fees may apply	Deposit	Dumpsters & Portable Toilets	Vendor Fee	Staffing Costs
\$50.00	101 – 200 - \$300.00 201 – 300 - \$400.00 301 – 400 - \$500.00 401 – 500 - \$600.00 501 – 1000 - \$800.00 Each additional 500 block will be \$1250.00	\$500.00 \$1000.00	Required Number to be Determined	\$150.00 Per Vendor	To Be Determined

5. Fee Payments

Initial:_____

All payments must be made by means of check or money order.

- Checks must be made payable to California Department of Parks and Recreation.
- All fees must be paid in full at least 30 days prior to the event and NO post dated checks will be accepted.
- Separate checks must be submitted for the Application Fee, Activity Fee and Deposits. Deposits are for damages, permit violations, overages, and unforeseen costs of the event.
- Deposit checks are not transferrable to upcoming events. A new deposit check is required for each special event.
- During the initial application process, only the Filing Fee check will be accepted. All other checks will be returned immediately.

6. Parking/Day Use Fees

Initial:_____

Parking/Day use fees are required in conjunction with special event fees.

- Special event participants, special event volunteers, and special event spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$10 per vehicle in most areas.
- Special event Permittees can purchase blocks of day use fees prior to the event.

7. Special Event Cancellations

Initial:_____

The Special Event Filing Fee is non-refundable. Activity fees and deposits can be refunded.

- If an event cancellation is requested by the event coordinator or organization less than five business days prior to the event, the activity fees and deposit may be forfeited. Forfeiture of funds will only occur when Sector Superintendants deems it necessary.
- Special Events can be canceled or ended early by special event staff or park rangers based on public safety or natural and cultural resource protection.
- Refunds will not occur after the commencement of an event. Natural events such as rainouts, high winds, and low water will not be grounds for refunds.

8. Event Deposits

Initial:_____

All special event deposits must be paid in full prior to special event approval.

- All events are subject to a deposit requirement.
- Incorrect estimations of event fees or event cost to the park will be collected utilizing the special events deposit.
- If the deposit has insufficient funding, a subsequent bill will be sent to the event sponsor or coordinator.
- Following the successful completion of an event and event clean up, deposits will be returned within 10 working days after the event.
- "Signed Off" deposit checks from previous special events will not be transferred to the permittee's next scheduled event. Each special event requires a new deposit check.

9. Advertising **Initial:**_____

Special events will not be advertised prior to the approval of the special event.

- Special events can be “tentatively” approved up to one year in advance to assist with event organizing and promotion.
- Premature advertising of a special event can be grounds for non-approval or cancellation.
- Any use or display of the California State Parks trade-marked logo will require prior written approval by the District Superintendent.
- No advertising or sponsorship of tobacco products or alcoholic beverages is permitted without the express approval of the Director of California State Parks.

10. Scheduling of Special Events **Initial:**_____

- Restrictions may apply to holding special events during holiday periods, on week-ends or outside of normal park operating hours. Check with individual parks for specific restrictions that may apply.
- Special event staging and dismantling times will be included within the requested permit times.

11. Scheduling Multiple Events – Per Year **Initial:**_____

The Gold Fields District does allow multiple events per year to be scheduled under a single special events application.

- Special event organizers requesting non-consecutive day events will be required to submit separate special event applications per event. For example: a bike shop wants to schedule three mountain bike races, one in April, one in June, and an another event in September. These events must be done as separate special events applications.

12. Scheduling Events – Multiple Sectors **Initial:**_____

- Special events that are to take place in two Sectors (Folsom and Auburn) will require the approval from both the Folsom SRA Sector Superintendent and the Auburn SRA Sector Superintendent.
- Folsom SRA and Auburn SRA special event staff will coordinate multi-sector special event applications.

13. Site Preparations & Security **Initial:**_____

Event organizers can request extra time to prepare special event locations. Early site preparations and time must be coordinated through the special event staff during the filing process.

- a. Restricting Public Access
 - During preparations for special events, public access cannot be exclusively closed. No roping off of areas or other physical barriers will be permitted.
- b. Special Event Layout
 - Event organizers must submit a special event layout map thirty (30) days prior to the event. The layout map will detail: emergency response routes, the special event course, parking, camping, fencing, food service, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event.
- c. Special Event Security
 - Event organizers are responsible for the overnight security of the equipment and event structures.
 - If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.
 - Event organizers can request State Park staff to provide overnight security with the payment of additional fees.

14. Park Unit Closures

Initial: _____

Special Event organizers can request park unit or area closures. Closures of park units and areas will require additional fees.

- Requests for park unit closures shall be identified during the application process.
- Park unit closures must be approved by the Sector and District Superintendent.
- Park unit closures will require a Posted Order of Closure.
- Park unit closures will require a Public Service Announcement.

15. Music – Public Address Systems

Initial: _____

Music and Public Address systems can be used during special events.

- A detailed plan for all electronics including music, public address systems, or any other means to amplify sound is required.
- All music and public address systems must cease at 9:00pm, per California Code of Regulations, Title 14, and Section 4320b.
- For special circumstances the Sector Superintendent can approve public address systems to be permitted past 9:00pm.
- State Parks does not provide electricity for music or public address systems.
- Live Music and DJ Music can be permitted with Sector Superintendent approval.

16. Natural & Cultural Resource Protection

Initial: _____

Special Events will not negatively impact the park's cultural and natural resources. Environmental reviews may be required for some special events.

- No person shall willfully injure or destroy any cultural or natural resource. Any person or organization violating this law will be prosecuted according to the California Code of Regulations - T14 Section 4306.

- Campfires are permitted only in designated campgrounds. Both CAL Fire and local fire ordinances or red flag warnings will be observed.
- Excessive use or damage to trails or park property will be assessed and cost subtracted from event deposit.
- No vehicles are allowed on lawns or closed areas.

17. Sales of Goods & Services

Initial: _____

The selling or offering for sale any goods, services, liquids or edibles for human consumption is prohibited without the prior written approval from the Sector Superintendent. California Code of Regulations, Title 14, Section 4331.

- All state and local regulations must be met before such sales are allowed.
- All vendors or contractors operating a booth, shop, or mobile operation during a special event will be required to have fees paid prior to the special event.
- Fees for vendors are set by event category and size. Vendor fees will be included in the payment of Activity Fees.
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from park. No illegal dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.
- No food, liquid, ice, or any other substance may be dumped on park grounds.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.

18. Highway or Roadway Use – Requirements

Initial: _____

An approval letter from local or state law enforcement agencies, counties, public works, or cities is required when special events impact or travel through other public jurisdictions. Example: an endurance run travels through the City of Auburn and finishes in the park.

- Special Events utilizing local highways, roadways or city streets are required to comply and obey with all CA Vehicle Code Laws, all CA Vehicle Code Restrictions & Licensing, and all local ordinances.

19. Alcoholic Beverages

Initial: _____

Alcohol may be permitted during special events, except in park areas where alcohol is prohibited. Alcohol being provided during a special event will require a state park ranger to be assigned. Requesting the presence, consumption, and/or sale of alcohol has some very specific requirements, as follows:

- No alcoholic beverages shall be sold at any special event without a valid A.B.C. license on file with the District Office. The valid A.B.C. license will be presented 30 days prior to the scheduled event date. (California Code of Regulations, Title 14, Section 4328)
- All alcoholic beverage sales are limited to beer and wine sales only. No hard alcohol sales will be permitted.
- Sales shall normally be limited to an enclosed “beer garden” area. Sales with drinking permitted within larger event venues shall be at the discretion of the Sector Superintendent. The Sector Superintendent may have additional restrictions placed on special event and participants.

- Alcoholic beverages are prohibited in any type of glass container
- Alcohol shall not be served later than one hour prior to closing of the event.
- Locations for serving alcoholic beverages will be at the discretion of the Sector Superintendent. Some Gold Fields District sectors do not allow alcohol.
- Events involving the sale of alcohol must be submitted 75 days in advance.

20. Trails, Gates, & Communications

Initial: _____

Special Events utilizing the park trails will be required to present event maps, trail marking techniques, and a communication plan.

- a. A map detailing the event route, aid stations, ambulances & outside agency vehicles, highway & roadway crossings, event parking, gates to be utilized and gates requiring locks must be submitted with an application.
- b. Trail Markers
 - Colors & Style of markers will be identified prior to a race.
 - All trail markers will be collected from the park within two days of the event.
 - Notified of any event chalking of trails or parking lots.
 - No Hammering or drilling of trees, fences, or buildings.
 - No Painting of roads, trails, or rocks.
 - No Soil will be dug or removed to place markers, signs, or structures.
- c. Communications
 - All Category II and Category III events will have communications based on public safety. Communications will require cell phones or radios.
 - A communication list and procedures will be included in the final approved special event packet.

21. Emergency Medical Service Plan

Initial: _____

All special events must have an Emergency Medical Services (EMS) Plan. The size and proposed activities will dictate the complexity of the EMS plan.

- EMS Plan must be submitted for all events.
- A first aid or medical lead is required for all events.
- EMS Plan will detail: aid station locations, medical communications, and remote medical response/evacuation procedures, where necessary.
- Local emergency response agencies are required to be notified of the special event.
- Medical certification of the event staff must be presented to park staff upon request.
- All medical equipment must be presented for inspection upon request.
- A failure to comply or partially comply with the special event EMS policy can be cause for cancellation of the event.
- A standby ambulance or other higher immediate medical response may be required for special events of a hazardous nature (i.e. OHV events, motocross races, boat races, etc.).

22. Special Event Camping

Initial: _____

Special Event Permits can authorize camping in designated campgrounds. Non-designated campground camping can only be permitted by the Sector Superintendent.

- a. Camping In Campgrounds
 - All camping fees must be paid in advance of the event.
 - Some events will be required to purchase all campsites in a campground.
 - During special 24 hour events with camping, 24 hour staffing will be required.
- b. Camping in Non-Designated Campgrounds
 - Special event camping may be permitted in non-designated camping areas of the park with Sector Superintendant approval.
 - Tent camping in non-designated camping areas will require the placement of portable restrooms. No open fires are allowed.
 - Camping in non-designated camping areas utilizing recreational vehicles may eliminate the portable restroom requirement. Recreational vehicles must be self contained with gray water and black water capabilities.
 - Special event participants camping in non-designated areas will be charged the standard campground rate per night, per vehicle.
- c. Camping in Gold Fields District Sectors
 - Contact park sectors for more specific camping policies.

23. Park Restrooms

Initial: _____

The Gold Field District has a set cost to maintain, stock, and pump park restrooms.

- Special event permittees will be required to pay any and all extra costs based on the use of the park's restroom facilities during an event.
- Smaller special events may not be required to provide additional portable toilets in areas where park restrooms are available and adequate.

24. Portable Restrooms

Initial: _____

Depending on the size of the event and the availability of park restrooms, special events will be required to contract for portable restrooms.

- During the application process the special event staff will review the impact to the park's restroom facilities. Larger special events will be required to contract for portable toilets to be placed in the park for an event.
- Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when "total attendance" (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability. The ratio of users per portable toilet is 75 to 1. The use of portable toilets must meet the department's accessibility standards.
- Portable restrooms must be removed within 3 days of the event. If state parks assistance is required, the cost of removing restrooms will be charged to the special event permittee.

25. Dumpsters**Initial:_____**

- Dumpsters may be required when the projected special event attendance exceeds 100 people; this includes participants, support teams, special event volunteers, and spectators.
- Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; Emergency Response vehicles, State Park vehicles, and vehicles associated with special event.
- Dumpsters must be removed within 3 days of event. If state parks assistance is required, the cost of removing dumpsters will be charged to the special event permittee.

26. Special Event Clean Up**Initial:_____**

Special events are required to clean the event use areas immediately following the event.

- Special events are required to bring their own plastic bags and other appropriate containers to remove garbage and debris.
- Garbage and debris must be removed immediately.
- Equipment, structures, awards tents, etc. must be removed by the following day.
- Cleanup or damages attributed to the special event will be charged to the special event permittee.
- CA State Parks is not liable for any items, structures, etc. left in the park after a special event.

27. Commercial and events designed to generate revenue with a profit-making incentive.

Commercial and revenue generating events will be charged 10-25% of their gross profit on the event at the discretion of the Sector Superintendent.

28. Violations – Special Event & Special Use Permits**Initial:_____**

Special Events are required to follow the provisions and/or restrictions of the Special Event Permit or the Special Use Permit. Permittees who violate the provisions or restrictions of a Special Event Permit or Special Use Permit may be subject to a misdemeanor citation.

- a. California Code of Regulations
 - California Code of Regulations, title 14, Section 4326 section (b). “No person shall violate any provision or restriction of the Special Use, Special Event, Film, or Collection permit issued pursuant to this regulation.”
- b. Violation Documentation
 - Written permit violation notices will be sent to the permittee specifying the time(s), date(s), nature and a description of the violation(s), and shall notify the special event permittee of the specific consequence(s) of the violation.

- c. Dispute Process
 - o Special event permittees disputing a finding of violation must submit a written appeal within ten (10) days of receiving notification and may request a review meeting with the Sector Superintendent. In the event that a permittee does not agree with the decision of the Sector Superintendent, he/she may appeal the decision to the District Superintendent. The District Superintendent's decision shall be final and binding on the parties. The Sector or District Superintendent shall have the discretion to modify, suspend or overturn the original action.
- d. Restricted or Denied Special Event
 - o Any major violation(s) of a special event permit may result in the organizer or organization being barred from holding any future event for a period of up to one (1) year.

29. Express Conditions

It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of the permittee its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.

I have read and agree to the above Special Events *Terms and Conditions*.

Signature _____ **Date:** _____

Name Printed: _____

Special Event Name: _____

Address: _____

City/State/Zip _____

Phone/email: _____

**CERTIFICATE OF INSURANCE
FOR SPECIAL EVENTS**

ISSUE DATE

INSURER	CO. NO.	COMPANIES AFFORDING COVERAGE
	1	
	2	
INSURED	3	

SPECIAL ENDORSEMENTS AND CONDITIONS:

1. State of California, its officers, agents, employees, and servants are included as additional insured but only as operations under this contract or permit are concerned;
2. The insurer will not cancel or reduce the insured's coverage without 30 days prior written notice to State;
3. Property damage or fire damage payments made under this/these policies shall be used to repair or rebuild the insured premises, and if not so used, such payments shall be made to the State. The proceeds of any such insurance payable to the State shall, at the discretion of the State, be used for rebuilding or repairs necessary to restore the premises.
4. Upon request, insurer shall furnish State a certified copy of the policy within fifteen days.

CO. NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY				GENERAL AGGREGATE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MED. EXPENSE (Any one person)	\$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
	EACH ACCIDENT				\$	
	DISEASE-POLICY LIMIT				\$	
	DISEASE-EACH EMPLOYEE				\$	
	OTHER					

This certificate or verification of insurance is not an insurance policy and does not amend or alter the existing policies.

This is to certify that the insurance and endorsements described above, are in force with named insurer for period and limits shown on behalf of the named concessionaire or permittee.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE	DATE